

**GOVERNMENT OF ANDHRA PRADESH**

**A B S T R A C T**

Housing Department – A.P. State Housing Corporation Limited – Job Chart of the Special Officer (H), AP State Housing Corporation Limited – Orders – Issued.

**Housing (Vig.Cell) Department**

G.O. Rt. No. 23

Dated : 30 .01.2014.

Read the following:

1. G.O.Ms.No.48, Finance(SMPC-II)Dept., dt:12.2.2008.
2. G.O.Rt.No.160, Housing (RH.A1) Dept., dt:21.7.2009.
- 3.G.O.Ms.No.93,Finance(SMPC-II)Dept., dt:02.4.2012.
- 4.G.O.Ms.No.90,Finance(SMPC-II)Dept., dt:02.4.2013.
- 5.G.O.Ms.No.250,Finance(SMPC-II)Dept., dt:2.9.2013.
6. From the MD, APSHCL, Lr. No.A1/6317/SOs/2007, dated: 08.10.2013.

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**O R D E R :**

In the reference 1<sup>st</sup> read above, Government have created 22 posts of Special Officers (Housing), one each in (22) districts of the State, except Hyderabad for implementation of INDIRAMMA Rural and Urban Housing Programme for a period of two years or till the completion of INDIRAMMA Housing Programme, whichever is earlier. In the reference 2<sup>nd</sup> read above, Government have allocated the jurisdiction,head quarters and the Job chart/Duties for the Special Officers(H), APSHCL. In the references 3<sup>rd</sup> and 4<sup>th</sup> read above, sanction for only (11) posts of Special Officers have been continued by the Government from time to time under the scheme.

2. In the G.O. 5<sup>th</sup> read above, Government have accorded sanction for continuation of remaining (11) posts of Special Officers(H) of 22 posts created vide G.O. first read above under Indiramma Housing Programme, for a period up to 11.2.2014, commensurating with the date up to which the eleven (11) posts have been continued earlier as per the G.O. third read above.

3. The Managing Director, A.P. State Housing Corporation Ltd. in his letter 6<sup>th</sup> read above has furnished the proposal for the Job Chart for Special Officers (Housing), APSHCL duties and functions. Government after careful examination of the circumstances stated by the Managing Director, A.P. State Housing Corporation Ltd. hereby allocate the duties and functions of the Special Officers (Housing) in the Job Chart as detailed in the Annexure appended to this order. The Special Officers(H) shall follow the same scrupulously.

4. The Managing Director, A.P. State Housing Corporation Limited, Hyderabad shall take necessary further action in the matter accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**R.KARIKAL VALAVEN  
SECRETARY TO GOVERNMENT**

To

The Managing Director,

A.P. State Housing Corporation Limited, Hyderabad.

**Copy to:**

The Individuals through the M.D., APSHCL, Hyderabad.

All the District Collectors / E.D., APSHCL in the State except Hyderabad.

The OSD to Minister (Housing).

The P.S. to Secretary to Govt., Housing Deptt.

S.F/S.C.

**// FORWARDED :: BY ORDER //**

**SECTION OFFICER**

## **ANNEXURE**

### **Job Chart for Duties and functions of Special Officers(Housing)**

**(G.O.Rt.No. 23 , Housing (Vig.Cell) Department, Dated:30.01.2014)**

**I. Monitoring of housing shortage and requirements**

- i) Identifying housing shortage and supply
- ii) Monitoring availability and usage of masons for housing
- i) Monitoring supply of construction material including sand to housing.

**II. Land acquisition**

- i) To coordinate with the DRDAs in adjustment of Homestead funds to APSHCL released by GoI.
- ii) To coordinate with the Revenue Department in identifying and acquiring lands and issue of house site pattas in the Districts.
- iii) To inspect the site with the EE concerned to finalise the site for issue of house sites.
- iv) To arrange to issue Utilisation Certificate for the funds released by the GoI.

**III. Allotment of house sites & houses**

- i) Monitoring issue of house sites and allotment of plots in all cases where house sites are issued under category-III
- ii) Monitoring issue of LPCs by the MROs under category-II
- iii) Allotment of houses in Urban housing programme.

**IV. Opening of Individual Bank Accounts & Release of bridge loans.**

- i) To attend the DLCC Meetings and coordinate with the Banks who are not opening / delaying individual Bank Accounts.
- ii) To pursue with the Bankers in timely release of loans to the Urban Housing Projects.

**V. Monitoring of SC/ST housing**

- i) Inspecting atleast 10 housing colonies of SC/STs in a month and to report the status of progress and infrastructure development.

**VI. Monitoring construction of ISLs**

- i) Inspecting atleast 10 villages where ISLs are under construction and to report.

**VII. Third party Enquiries**

- ii) To enquire into the complaints entrusted by the Managing Director/District Collector.
- iii) To verify atleast 10% cases for whom payment has been made in the previous months in the villages selected randomly by the Head Office.
- iv) To coordinate the work of third party VOs appointed by the SMU.

(P.T.O.)

**VIII. Adjustment of VO Accounts and Recovery of Misappropriated amounts.**

- i) To coordinate with DRDAs & VOs for obtaining the balance acquittances for the payments released through VOs.
- ii) To counter check atleast 10% of the acquittances.
- iii) To coordinate with Revenue Department for recovery of misappropriate amount.

**R.KARIKAL VALAVEN  
SECRETARY TO GOVERNMENT**